

**REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
GARY MORAVA RECREATION CENTER
110 W. CAMP MCDONALD ROAD
PROSPECT HEIGHTS, IL 60070
TUESDAY, MAY 10, 2011**

I. Call to Order

A. Roll Call

President Jack Barrett called the Regular Board Meeting of the Prospect Heights Park District to order at 7:05 p.m.

Commissioners present:

Jack Barrett
Terry Curtis
Lisa Gould
Bernie Olson
Bill Vannelli

Commissioners absent:

Patrick Ludvigsen
Mark Malouf

A quorum was present.

Also Present:

Kathy Nowicki – Executive Director
Dave Figgins – Superintendent of Recreation and Parks
Annette Curtis – Business Manager
Marc Heidkamp – Director of Golf Operations
James Lennon – Park District Attorney
Edlyn Castil – Recording Secretary

B. Pledge of Allegiance

The Pledge of Allegiance was led by Kathy Nowicki.

II. Corrections / Additions / Approval of Agenda

A motion was made by Commissioner Vannelli and seconded by Commissioner Curtis to approve the agenda as submitted. The motion was unanimously approved by a voice vote. The motion carried.

III. Correspondence

A. City of Prospect Heights City Council Meeting Agenda – May 9, 2011

IV. Recognition/Welcome

A. Residents

Meg Vannelli was present.

B. Employee Recognition – Julie Caporusso

Superintendent of Recreation and Parks Dave Figgins recognized Pre-school Supervisor, Julie Caporusso. Julie has worked in the Pre-school for 11 years and has been employed with the Park District for 26 years. Dave thanked Julie and her staff for their efforts.

IV. Recognition/Welcome (continued)

C. Guests – Dave Emanuelson of Impact Planning was present.

V. Approval of Minutes**A. Regular Board Meeting – April 12, 2011**

Attorney James Lennon requested for a correction to the minutes with Item IX. Attorney's Report, A. Legal Matters. The minutes should read as follows:

"...The swearing in of the new and returning Commissioners can be held at the May 3rd meeting and the Election of Officers can be done at the May 3rd meeting, at the Regular Board Meeting on May 10th or moved to the June 11th Regular Board Meeting."

A motion was made by Commissioner Vannelli and seconded by Commissioner Gould to approve the April 12, 2011 Regular Board Meeting Minutes as amended. The motion was unanimously approved by a voice vote. The motion carried.

B. Planning Committee Meeting – April 25, 2011

A motion was made by Commissioner Vannelli and seconded by Commissioner Gould to approve the April 25, 2011 Planning Committee Meeting Minutes as submitted. The motion was unanimously approved by a voice vote. The motion carried.

C. Special Board Meeting – May 3, 2011

A motion was made by Commissioner Olson and seconded by Commissioner Vannelli to approve the May 3, 2011 Special Board Meeting Minutes as submitted. The motion was unanimously approved by a voice vote. The motion carried.

D. Planning Committee Meeting – May 3, 2011

A motion was made by Commissioner Olson and seconded by Commissioner Gould to approve the May 3, 2011 Planning Committee Meeting Minutes as submitted. The motion was unanimously approved by a voice vote. The motion carried.

VI. Park District Treasurer's Report**A. Cash Report #05**

A motion was made by Commissioner Gould and seconded by Commissioner Olson to accept the Treasurer's Report – Cash Report #05 dated May 10, 2011 as submitted. The motion was unanimously approved by a voice vote. The motion carried.

See Appendix A.

B. Approval of Warrants for Payment Date

A motion was made by Commissioner Gould and seconded by Commissioner Olson to accept Warrants for payment as submitted for Vendor Warrants # 4, 4A, 4B, 4C, 4D, Payroll #7, 8 and Refund #4. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Olson, Vannelli

Nays: None

Absent: Commissioner Ludvigsen, Malouf

The motion carried.

See Appendix B.

VII. A. YTD Fund Summary**B. Recreation Fund Summary**

As submitted in the Board Report. Business Manager Annette Curtis reported all of the 1st installments of the property taxes have been received.

VIII. Attorney’s Report

A. Legal Matters

Attorney Jim Lennon reported he had no other reports other than what is included on the agenda.

IX. Administrative / Operational Summary

A. Executive Director

As submitted in the Board Report. Executive Director Kathy Nowicki informed the Board that included in the Board Report is an IAPD Boot Camp information and sign-up form. The Boot Camp will be held at Rolling Meadows on June 1st and Downers Grove on June 2nd. Kathy also distributed to the Commissioners their Park District email address and directions on how to access their email account from the internet.

B. Superintendent of Recreation and Parks

As submitted in the Board Report.

C. Director of Golf Operations

As submitted in the Board Report.

D. Superintendent of Greens

As submitted in the Board Report.

E. Administrative/Operational Updates

– Dundy Property Tree Removal

Executive Director Kathy Nowicki reported the tree was removed from the Dundy property, chipped and transported to Claire Park where the chips were scattered where the playground was removed.

X. President’s Report

A. Board Committees

Commissioner Jack Barrett thanked everyone for their support. He explained that if there is a consensus, action items can be added for discussion under Unfinished/Ongoing Business. He would also like to hold Committee of the Whole meetings each month possibly on the 4th Tuesday. By consensus, the first Committee of the Whole Meeting will be held on Tuesday, May 24, 2011 at 7 pm at GMRC. Commissioner Barrett distributed a “Member Committee Assignments” sheet and reviewed the restructuring of the Committees.

XI. Announcements (Meetings)

A. Regular Board Meeting	06/14/11	7:00 PM	GMRC
B. Committee of the Whole	05/24/11	7:00 PM	GMRC

XII. Public Comment

There were none.

XIII. Unfinished / Ongoing Business

A. 2011 Master Plan

Dave Emanuelson of Impact Planning provided a Master Plan update. He has gathered data by meeting with Staff and met with the Commissioners individually. The Staff and the Commissioners both indicated they want park improvements. Dave discussed the need for Park Concept Plans, determining whether or not the Park Plans are grant eligible and the process for applying for an OSLAD Grant.

A motion was made by Commissioner Barrett and seconded by Commissioner Olson to approve an addendum to the Impact Planning contract to include the creation of Individual Park Concept Plans. The cost of the contract addendum in the amount of \$2,900 will be taken from the restricted funds 01-5470-01. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Olson, Vannelli
Nays: None

XIII. Unfinished / Ongoing Business (continued)

Absent: Commissioner Ludvigsen, Malouf
The motion carried.

B. OOC Course Washroom

Executive Director Kathy Nowicki reported the washroom was painted today. The anticipated day the washroom will be operational is next week Friday.

C. Lake Claire Property

A motion was made by Commissioner Olson and seconded by Commissioner Curtis to remove Lake Claire Property from the table. The motion was unanimously approved by a voice vote.
The motion carried.

Superintendent of Parks and Recreation Dave Figgins has obtained three quotes with the lowest quote of \$13,360 from Neri Construction. The cost for engineering for Toberman & Associates is \$2,400. Commissioner Gould questioned how the lake would be refilled after it was dewatered.

A motion was made by Commissioner Barrett and seconded by Commissioner Gould to move forward with the bank stabilization with Neri Construction, engineering from Toberman & Associates and the negotiations to share the cost with the adjacent property owner. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Olson, Vannelli
Nays: None
Absent: Commissioner Ludvigsen, Malouf
The motion carried.

D. Somerset Park Detention Basin

Superintendent of Parks and Recreation Dave Figgins received three quotes for the work to be done at Somerset Park detention basin with lowest bid in the amount of \$3,050 from Demuth Inc.

A motion was made by Commissioner Curtis and seconded by Commissioner Gould to accept the bid from Demuth Inc. not to exceed \$3,050. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Olson, Vannelli
Nays: None
Absent: Commissioner Ludvigsen, Malouf
The motion carried.

E. Disc Golf Development

Superintendent of Parks and Recreation Dave Figgins obtained additional information about the development of a Disc Golf Course. One acre is needed between each target. Impact Planning can help determine which park(s) could possibly accommodate a disc golf course.

F. OOC Operations and Expenditures

Executive Director Kathy Nowicki reported that she distributed an OOC Operations and Expenditures summary at the last Board meeting. Marc Heidkamp reviewed summary and reported on areas that have been implemented and where improvements can be made.

XIV. New Business**A. Park District Appointments May 2011-April 2012****1. Park District Attorney**

A motion was made by Commissioner Vannelli and seconded by Commissioner Gould to appoint Jim Lennon as Park District Attorney for May 2011 – April 2012. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Olson, Vannelli

Nays: None

Absent: Commissioner Ludvigsen, Malouf

The motion carried.

2. Representative to NWSRA Board

A motion was made by Commissioner Curtis and seconded by Commissioner Vannelli to appoint Kathy Nowicki as the Representative to NWSRA Board for May 2011 – April 2012. The motion was approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Vannelli

Nays: None

Abstain: Commissioner Olson

Absent: Commissioner Ludvigsen, Malouf

The motion carried.

3. Recording Secretary

A motion was made by Commissioner Curtis and seconded by Commissioner Gould to appoint Edlyn Castil as the Recording Secretary for May 2011 – April 2012. The motion was approved by a roll call vote.

Ayes: Commissioners Barrett, Curtis, Gould, Vannelli

Nays: Commissioner Olson

Absent: Commissioner Ludvigsen, Malouf

The motion carried.

XV. Recess into Executive Session

There was none.

XVI. Closing Comments

Commissioner Barrett thanked everyone for their patience and looks forward to the Park District's future.

XVII. Adjournment

With no further business to discuss a motion was made by Commissioner Vannelli and seconded by Commissioner Gould to adjourn the Regular Board Meeting at 8:44 p.m. The motion was approved by a voice vote with one abstain (Olson). The meeting was adjourned.

Respectfully Submitted,
Edlyn Castil
Recording Secretary

Secretary: _____
W. Vannelli, Prospect Heights Park District Secretary